

CAREER-LEVEL CERTIFICATION APPLICATION

WASHINGTON STATE CRIMINAL JUSTICE TRAINING COMMISSION 19010 1ST AVENUE S. BURIEN, WA 98148 (206) 835-7332 FAX (206) 835-7926

PLEASE TYPE OR PRINT CLEARLY. DO NOT ABBREVIATE.

To apply for Career-Level Certification, please complete all of the following information, and be sure to enclose all necessary documentation including an **Agency Organizational Chart**. Incomplete applications will be returned without processing.

(Last)	(First)		(MI)	
Social Security Number		Current Rank or Title		
Agency Name		Agency Phone Number		
Agency Mailing Address	City	State	Zip	
	CERTIFICATION REC	QUESTED		
☐ First Level Supervision – WAC 1:	39-25-110 (1)(a)			
NOTE: Please carefully review WAC 139 which you are applying.	1-25-110 to make sure	you meet the requirements fo	or the certification	
	NAL JUSTICE WOR			
Agency	Dates	Rank/Position	1	
FOR COMMISSION USE ONLY				
		Received:		
		Received: Not App		
			proved	
		Approved Not App	proved	

(Applicant must provide certificates of completion, agency training record or CJTC's training record) Training must have been completed within 4 years of this application being submitted. Skills, knowledge and abilities for each competency are listed in detail on page 3 of this application.

CE	RT	IFI	CA.	TIO	N

☐ First Level Supervision	Date Completed:		
PLANNING AND MANAGEMENT	Course Title:		
	Hours:	Date Completed:	
COMMITMENT TO SAFETY	Course Title:		
	Hours:	Date Completed:	
COMMUNICATIONS	Course Tile:		
	Hours:	Date Completed:	
ETHICS AND INTEGRITY	Course Title:		
	Hours:	Date Completed:	
CRITICAL THINKING AND PROBLEM SOLVING	Course Title:		
	Hours:	Date Completed:	
<u>LEADERSHIP</u>	Course Title:		
	Hours:	Date Completed:	
INTERPERSONAL SKILLS	Course Title:		
	Hours:	Date Completed:	
SERVICE ORIENTATION	Course Title:		
	Hours:	Date Completed:	

Planning and	Developing action plans	Setting Priorities
Management	 Measuring performance 	 Establishing obtainable goals

	Problem solving	 Identifying and obtaining resources
Commitment to Safety	 Community safety Interagency cooperation Managing critical incidents 	 Promoting safe work environments Liabilities and risk Physical and mental fitness
Communications	 Oral and written communications Listening skills Promoting open/respectful dialogue Public speaking/oral presentations 	 Interactive communications Ensuring quality written documents Managing meetings effectively Dealing with the media
Ethics and Integrity	 Leading by example Discretion Treating others with respect/dignity 	 Internal and external relationships Holding yourself/others accountable Internal investigations
Critical Thinking and Problem Solving	 Incident command for supervisors Justifying your decisions Overcoming problems/difficult situations 	 Self reflection/critical reexamination of yourself Supervising critical incidents Involving others in decision making
Leadership	 Ensuring compliance with policies/procedures Partnerships Inspiring, motivating & mentoring others Responsibility as a supervisor 	 Scheduling Documenting employee performance Coaching and counseling Leading and accepting change Promoting a quality work product
Interpersonal Skills	Resolving issues through negotiation and consensus Effective conflict resolution	Dignity, respect and fairnessRelating well to others
Service Orientation	 Building strong customer relationships Identifying/delivering quality service Understanding perception Community relationships 	 Making yourself accessible to your community Identify and use community resources Knowing and understanding the political environment

that falsification of information on this document is a violation under RCW 43.101.105 (b) and may constitute action to revoke my peace officer certification.				
Print Name of Applicant	Signature	Date		
	above information is true and correct. I under under RCW 43.101.105 (b) and may cons			
Print Name of Agency Head	Signature	Date		